

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7706847

Date Posted: 07/30/12

POSITION NO: 945989

Closing Date: 08/10/12

CLASS CODE: 1252

POSITION TITLE: Program and Project Specialist

DEPARTMENT NAME: Department of Dine' Education/Eastern Navajo Head Start

DEPARTMENT NO: 770

WORKSITE LOCATION: Gallup, NM

WORKS DAYS/HOURS:

Days: Monday - Friday

Hours: 8am - 5 pm

POSITION TYPE:

Permanent: ☒

Temporary: ☐

Part-Time: ☐

GRADE: V63A

SALARY:

\$ 36,649.60 Per Annum

\$ 17.62 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, renders program and project advisory service to programs that are of limited scope, difficulty and complexity; renders advisory guidance that are relatively standardized involving the development, operation, planning, preparation and improvement of programs and projects; performs related work as assigned. Provides assistance to program/project management in analyzing, developing and achieving short and long-term goals and objectives; carries out a share of work performed at the senior level; resolves all but the most demanding management and administrative problems that are fairly standardized; advises in the development of program activities; acquaints management staff of the overall problems confronting the program.

Provides essential program representation to programs with limited complexity; explains program policies, procedures, activities and services; coordinates program and projects with organizations with similar mission objectives; reviews, drafts and edits policies and procedures; identifies funding sources and requirements; coordinates schedules, develops and evaluates contract and grants information; prepares grant reports; assists with related training to program or project staff.

Assists in the development of budget proposals; performs a variety of administrative functions including drafting of budget guidelines and justifications, monitoring expenditures and approvals, maintains budget records of grants received, reviews contract issues and plans, prepares reports, correspondence and presentations related to project or program activities; evaluates and issues reports on progress; prepares analysis of program activities and results.

Attends a variety of department and division meetings; represents project/program and coordinates activities with Navajo Nation officials, governmental representatives, and the public, serves as liaison to Nation and non-tribal organizations; maintains communications with private and public funding sources, assists with the preparation of meetings and events; serves on committees and task forces and performs special assignments as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public or Business Administration or in a closely related field.

Experience:

Four (4) years of program related administrative experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, procedures and practices.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to project/program responsibilities.

Knowledge of budget and reporting systems, program analysis and performance measures.

Knowledge of project/program operational activities, mission and client service requirements.

Skill in developing and analyzing program operating systems, procedures, controls, budgets and forecasts.

Skill in preparing and developing documents and reports, computer databases and spreadsheet files.

Skill in oral and written communication.

Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit. Some positions may require a Commercial Driver's License (CDL). Depending upon the needs of the Nation, some incumbents of the positions may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99